



King County

FUNCTIONAL ANALYST III
(PROPERTY TAX SYSTEMS COORDINATOR)
DEPARTMENT OF EXECUTIVE SERVICES
FINANCE AND BUSINESS OPERATIONS DIVISION
TREASURY OPERATIONS SECTION
Annual Salary Range: \$57,778.03 – \$73,237.01
Job Announcement: 04LW4506
OPEN: 8/23/04 CLOSE: 9/20/04

WHO MAY APPLY: This position is open to all qualified King County employees and the general public. Special consideration will be given to King County career service employees.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7th Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **HR.FBOD@metrokc.gov**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume, a written response to the supplemental questionnaire and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: King County Administration Building, Room 600, 500 Fourth Ave, Seattle, WA 98104

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The position is paid on a bi-weekly schedule, every other Thursday. The normal workweek is Monday – Friday, 8:00 a.m. – 5:00 p.m. Some long hours and weekend work required.

PRIMARY JOB DUTIES INCLUDE: The property tax systems coordinator is assigned to the Treasury Operations Section and reports directly to the Treasury Operations Manager. The position serves as the quality control expert for systems used to bill, collect, distribute and invest King County property taxes. The position also serves in a technical liaison role to ensure that system applications and outputs are meeting the critical business needs of Treasury Operations. The position's main purpose is to ensure that systems are producing accurate statements for over 690,000 tax accounts. The position monitors the daily operation of the tax system, troubleshoots and resolves problems, recommends system changes and improvements, defines and prepares business rule specifications and reviews test results, manages projects, analyzes tax collections, and provides technical expertise for system stakeholders.

Specific duties include:

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(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Maintain the accuracy and integrity of tax accounts in the property tax billing system (PBS).
- Define, analyze, prioritize and monitor system changes, which requires frequent interactions with programmer analysts in the Information and Telecommunication Service (ITS) Division.
- Propose efficiencies and business process improvements that take advantage of new technologies.
- Coordinate and provide quality assurance for tax roll balancing and the annual tax certification process involving multiple County agencies.
- Serve as project manager and/or technical liaison for system-related equipment acquisitions and both large and small-scale internet technology (IT) projects.
- Assess impacts and develop action plans for responding to statutory changes, new fees and levies, and annexations/incorporations.
- Assist management in reporting on tax collections, forecasting taxes and fees, and developing performance measures and reports.
- Define, map, and document the current tax collection system.
- Provide staff support for periodic audits of the tax collection system.

REQUIRED QUALIFICATIONS:

- A Bachelor's degree in accounting, computer science, business administration, public administration or related field and three years experience as a systems coordinator, systems analyst, business analyst, quality control expert, or equivalent position with a complex, automated financial system; or any equivalent combination of education and experience.
- Working knowledge of information systems, including analysis, design, development, implementation, maintenance, documentation, training procedures and practices.
- Advanced knowledge of automated systems testing procedures, data conversion analyses, transaction processing and troubleshooting applications.
- Working knowledge of organizational business practices, work flow analysis, business systems design, and process re-engineering
- Knowledge of internet technologies.
- Advanced skills in documenting business processes, analyzing problems, and recommending efficiencies using new technology, and carrying out related implementation plans.
- Advanced skills in communicating orally and in writing to both technical and non-technical staff.
- Skill in interpreting manuals, guidelines and procedures.
- Skill in decision-making and determining the need to consult with others.
- Skill in providing end user support and outstanding customer service.
- Advanced skills in using Excel and Word.

DESIRABLE QUALIFICATIONS:

- Masters degree or higher in accounting, computer science, business administration, public administration or related field.
- Five years or more experience as a systems coordinator, business analyst, quality control expert (or equivalent role) with a complex, automated financial system involving a tax service agency, mortgage company, banking institution, or government tax assessment/collection agency.
- Knowledge of tax collection and accounting practices, especially in a local government setting.

- Experience in using new internet and document imaging technologies to improve business processes and work flows (e.g., understanding and use of File Transfer Protocols).
- Experience as a project manager for both small and large-scale information technology (IT) projects.
- Skill in using PowerPoint, relational databases, and visual flow chart programs (such as Visio).
- Advanced knowledge of report and query writing languages, table relationships, and views.

SELECTION PROCESS: The most competitive candidates will be invited to participate in the interview process.

UNION MEMBERSHIP: This position is not represented.

CLASS CODE: 7304300

SUPPLEMENTAL QUESTIONNAIRE
Functional Analyst III
Job Announcement No.: 04LW4506

Please provide a concise written response to the following questions. Please limit your overall response to no more than three typed written pages.

1. Describe your relevant experience as a technical liaison or quality control expert using the reports and data input/output from a complex, automated information system (as part of your answer, highlight any experience using reports or data from an older mainframe legacy system).
2. The Treasury Operations Section is looking for innovative ideas and new technologies to create efficiencies and streamline existing business operations. Please highlight examples from one or two projects where you analyzed existing business operations, recommended improvements using new technology, and served as the project manager (or part of a project team) for implementing the improvements.
3. Provide any relevant experience and/or education in accounting/finance, remittance collections, mortgage/banking services, or treasury/assessment services.